



CITY OF BRIDGEPORT, CONNECTICUT

The City of Bridgeport, CT is now accepting resumes for the position of

CHIEF ACCOUNTANT

Salary Range: \$72,810 - \$80,510, this position includes a comprehensive benefits package including a Retirement Pension administered by MERS (Municipal Employees Retirement System).

To Apply: Please mail, deliver or email a resume, a cover letter, three professional references to the Civil Service Commission office, Room 106, 45 Lyon Terrace, Bridgeport, CT 06604. You can email required documents to COB.Jobs@bridgeportct.gov.

Resumes must be submitted or postmarked no later than Friday, April 26, 2013

Duties:

This individual is primarily responsible for the general accounting functions of the City and the preparation of reports and statistics reflecting the financial conditions. The individual formulates and administers approved general accounting practices throughout the City to assure that accounting and other financial and operating reports accurately reflect the conditions that are ever changing and provide top management reliable information necessary to control operations.

Typical Tasks or Assignments:

- Participates in or directs the development of accounting policy and administers approved accounting procedures
- Supervises the maintenance of general ledgers
- Prepares departmental, divisional and consolidated operating and financial statements
- Conducts special accounting studies, analyses and cost studies
- Prepares special accounting reports for departments
- Responsible for reconciling bank statements
- Maintains prepaid and accrued insurance records and checks insurance invoices
- Cooperates with auditors of public accounting firm retained to audit accounting procedures and records
- Supervises statistical and tabulating functions and procedures

Requirements:

College graduation with major work in accounting. Five years of professional accounting experience, at least two years of which shall have been in the field of governmental accounting or any equivalent combination of education, training and experience. Thorough knowledge of and skill in applying general accounting theory and practices and their application in governmental accounting practice. Demonstrated administrative ability and ability to supervise a relatively large group of accounting and clerical personnel.

For further information and contact:
CIVIL SERVICE COMMISSION
45 LYON TERRACE
BRIDGEPORT, CT 06604
TELEPHONE: 203-576-7103

An Equal Opportunity Employer MF/AA/DIS